



THE CO-OPERATIVE UNIVERSITY OF KENYA

THE REGISTRAR (AA)

Website: www.cuk.ac.ke, Email: registraraa@cuk.ac.ke

INTERNAL MEMO

TO: All Students

REF: CUK/A/178

FROM: Registrar (AA)

DATE: 27th November, 2018

CLEARANCE OF FEE BALANCES

As you are aware, end of September – December 2018 Semester is approaching. End of Semester examinations will be commencing on **10th December, 2018** for certificate and diploma programmes and **17th December 2018** for undergraduate programmes. Please take note of the following information:

- Those with fee balances are reminded to liaise with their parents/guardians/sponsors to clear the same on or before **3rd December 2018**. Be reminded that those with fee balances will not be allowed to sit for examinations.
- Note that there will be no clearance upon commencement of exams on **10th December, 2018**.
- All candidates will be expected to identify themselves in examination halls using their examination cards and student IDs. Those with temporary IDs (without photographs) will be required to have National IDs.
- Examination attendance registers will be printed from the system. Manual addition of names will not be accepted.



CUK is ISO 9001:2015 certified

- Remember that examination cards will be printed from the system after participating in evaluating lecturers. You are expected to print your examination card and take it to your School/Directorate /Campus Director for signing and stamping.

Kindly comply to avoid last minute inconveniences.

Thank you.



DAVID B. OTIENDE
REGISTRAR (AA)

Copy to:

Deputy Vice Chancellor, AA
Deans of Schools
Directors of Campuses
Director, DCeL
Dean of Students
SAR, Exams
Finance officer
PRO
Chairman CUKSU
All Course Representatives



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